Iowa Department of Human Services
CHILD CARE CENTER EVALUATION AND RECOMMENDATION FOR LICENSE

Name of Center: Hand In Hand, Inc. @ Longfellow **Enrollment:** 31 **License ID No. (Reapplications)** 52104

Street: 2900 8th AVE **City:** Marion Iowa **Zip** 52302 **County:** Linn

Mailing Address: 103 N Center Point RD, Hiawatha, IA, 52233

Director's Name: Kathy Kolthoff **Phone Number:** 319-200-4840

On-Site Supervisor(s): Maleeyah Lenards **E-Mail:** hih@handinhandinc.com

Date(s) of Visit: 03-22-2023

X **Licensing Visit** X **Unannounced Visit** X **Off Year Visit** X **Administrative Change**

LICENSING VISITS

X **New Application** **Re-Application** **NA**

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 01-31-2023

FIRE INSPECTION **State** X **Local** **NA** **Is Fire Inspection Approved?** X **Yes** **No** **NA**

Date Inspected: 02-15-2023

Comments :

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: X Profit Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: Infants (0-23 mo.) 2 Years X Preschool-Age X School-Age

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General			10	65	75
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 02-13-2023 to 03-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Amy Lyons **Date:** 03-27-2023

I. IF CURRENT LICENSE IS PROVISIONAL, IDENTIFY THE CORRECTIVE ACTIONS

Not applicable.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Hand in Hand operates multiple programs throughout the community and has been in operation for 21 years. Specifically, Hand in Hand, Inc. @ Longfellow is located inside Longfellow Elementary School which is part of the Marion Independent School District. Hand in Hand, Inc. @ Longfellow (new current license #52104) was established after new ownership acquired Kids Inc.- Longfellow Elementary (former license #49172). Kids Inc. - Longfellow Elementary's last day of operations was 2/10/2023. Hand in Hand, Inc. @ Longfellow's first day of operations is 2/13/2023.

Hand in Hand, Inc. @ Longfellow is a profit program which operates year-round Monday through Friday 6:30am to 6:00pm. During the summer, full days of emergency closing (e.g. snow day), and some breaks (e.g. winter break, spring break), this program has the ability to combine with other Hand in Hand sites. Hand in Hand, Inc. @ Longfellow serves school-age children. Current enrollment is 31.

Hand in Hand multi-site owner/director is Kathy Kolthoff. Ms. Kolthoff holds a degree in Early Childhood Education and Business Management. Ms. Kolthoff has achieved the National Administrators Credential (NAC) and is a member of National Association for the Education of Young Children (NAEYC). Hand in Hand multi-site management personnel includes Ms. Sara Swestka who has been with Hand in Hand for over 20 years. Ms. Swestka holds her Bachelor of Art degree in Elementary Education and Early Childhood Education. Ms. Swestka has many years of experience working with children, continues to participate in much child development related training, and has achieved NAC. Hand in Hand multisite curriculum specialist Katie Simmons has been with Hand in Hand for over 17 years, and specifically, been part of the management team since 2011. Ms. Simmons has an AA degree in early childhood education, has much experience working with children, and continues to participate in child development related training. Hand in Hand multisite school-age coordinator is Katie Little. Ms. Little has been with Hand in Hand since December, 2017. Ms. Little has a BA degree in nursing, an AA degree in marketing management, over 6 years of experience working with children, and continues to participate in much child development related training. Site specific on-site supervisor of Hand in Hand, Inc. @ Longfellow is Maleeyah Lenards. Ms. Lenards has over 8 years experience working with children and continues to participate in much child development related trainings.

On 3/22/2023, program space was observed.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Hand in Hand offers a variety of early learning/childcare programming options to help meet the needs of children and families in the community.

The year 2023 marks Hand in Hand's 21st year of providing childcare and early learning services to children and their families throughout the community. Congratulations on celebrating 21 years! During 2023, Hand in Hand added 3 new Marion Independent School District school-age childcare locations.

The philosophy of Hand in Hand is to "…understand your needs and your child's needs and offer convenient options....that

go way beyond after school needs...offers a variety of activities that promote life skills such as teamwork, sportsmanship, creativity, and leadership..."

Hand in Hand has the following website for families and the community to learn more about their programs: http://handinhandinc.com/.

Hand in Hand has a history of participating in quality initiatives including local quality initiatives.

Founding original owner Ms. Kolthoff is a local entrepreneur invested in the local and surrounding communities. Ownership and management of Hand in Hand has remained consistent. This includes owner Ms. Kolthoff, management personnel Ms. Swestka, curriculum specialist Ms. Simmons, and school-age coordinator Ms. Little. Management is extremely organized, and in turn, the program operates smoothly. Hand in Hand has noteworthy systems of organization in place to help ensure administrative items are completed and maintained as required. Management is knowledgeable of licensing guidelines as well as their own policies and procedures. Management has completed NAC training.

Management team continues to be mentors throughout the community as well as part of an online innovative national director social media group. Hand in Hand management team also continues to be part of a local task force known as "Building Community Childcare Solutions" which examines childcare needs and solutions. In 2021, Hand in Hand management team established an optional monthly employee wellness challenge to help focus on lowering stress and maintaining a healthy lifestyle. In 2022, Hand in Hand undertook the immense task of establishing a company-wide unique online process for staff onboarding, training, and continuous transfer of knowledge. This also lead to an updating of the company's Employee Manual and a new Lead Teacher Manual both of which have become part of the company's online staff onboarding program.

Several employees (including on-site supervisor Ms. Lenards) from the previous program have remained throughout the ownership change. To help support employees, Hand in Hand management has established an annual staff requirements calendar book with necessary forms, materials, and so on as well as a quarterly employee newsletter that includes helpful policy reminders and tips and classroom tools/resources. Management continues to support employees through an accrued point system rewarding staff for their daily dedication, the ability to collaborate among all Hand in Hand sites to share materials, curriculum, joys, challenges, and ideas/planning, and staff incentives (e.g. childcare, snack cart, social media contests, wellness challenges).

Hand in Hand, Inc. @ Longfellow has a collaborative partnership with the school district. The school building and grounds are well maintained. School custodial staff, school administration, school nurse, and school food service personnel help ensure the children's space is sanitary and hazard free each day. The school kitchen is inspected at least annually by the health department. There is an AED on-site. The program's primary space is located inside the school gymnasium where regular large gross motor activities are able to happen even on inclement weather days. The preschool-age children do have access to rooms #301 (Ms. Jess Room), #305 (Ms. Anne Room) and #306 (Ms. Amanda Room) when preschool-age childcare is happening separate from the combined school-age/preschool-age care (e.g. early outs, 1 hour prior to school dismissing).

Hand in Hand, Inc. @ Longfellow has emergency plans, policies, and procedures in place which are annually reviewed and updated as needed. Hand in Hand sites have successfully navigated through the historic 2008 Linn County flood, January 2019 Polar Vortex, 8/10/2020 Derecho Storm and 2019 pandemic. In 2023, Hand in Hand began monthly employee safety plan reviews focusing on a series of topics including first-aid, housekeeping, ergonomics, proper lifting, workplace violence, and slips, trips and falls.

Hand in Hand, Inc. @ Longfellow continues efforts at optimal communication between the program/staff and families. The program has an organized parent-staff/program information center, offers regular program newsletters, utilizes technological communication resources, and supports family programming activities. Hand in Hand, Inc. @ Longfellow supports a character counts curriculum offering experiences in teamwork, sportsmanship, leadership and creativity. Curriculum includes a reading incentive program called "Reading Rainbow" and homework time/assistance. Summer camp 2023 registration is underway. The 2023 summer camp theme is "These Are the Days We Will Remember". Summer programming will include off-site field trips, theme based activities, Rainbow Reading and in-house events.

Hand in Hand collaborates well with many community partners including local small businesses, local school districts, health professionals, and other childcare owners/directors (locally and nationally).

Hand in Hand, Inc. @ Lomgfellow supports a “safe shoe” policy to encourage ease of play.

Each child is engaged in a daily health check upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. The program has supplies as well as policies and procedures in place for hand washing, cleaning, disinfecting, and sanitizing.

On the day of the monitoring visit, staff were nurturing and attentive to the children's needs. Themes for the week included spring. Children were observed to be greeted by staff as they arrived for after-school programming. Attendance was taken and then small group activities (e.g. small large gross motor group games, craft/coloring, building) commenced. Routine transitions (e.g. clean-up activities) worked smoothly into the program's welcoming and cooperative environment. Staff were overheard providing children with many words of encouragement and offering positive redirection when needed. Children responded well to staff and appeared to be truly enjoying their childcare experiences.

IV. IDENTIFY THE ASPECTS OF OPERATION THAT FALL BELOW THE STANDARDS REVIEWED:

109.10(1)a. For each child five years of age and younger not enrolled in kindergarten, the child care center shall require an admission physical examination report, submitted within 30 days from the date of admission, signed by a licensed medical doctor, doctor of osteopathy, chiropractor, physician's assistant or advanced registered nurse practitioner. The date of the physical examination shall be no more than 12 months prior to the first day of attendance at the center. The written report shall include past health history, status of present health including allergies, medications, and acute or chronic conditions, and recommendations for continued care when necessary. Annually thereafter, a statement of health condition, signed by a licensed medical doctor, doctor of osteopathy, chiropractor, physician's assistant or advanced registered nurse practitioner, shall be submitted that includes any change in functioning, allergies, medications, or acute or chronic conditions.
- One child file (BM) reviewed lacked documentation of a current physical exam report.

109.11(7) c. To reduce the risk of carbon monoxide poisoning, all centers shall, on an annual basis prior to the heating season, have a professional inspect all fuel-burning appliances, including oil and gas furnaces, gas water heaters, gas ranges and ovens, and gas dryers, to ensure the appliances are in good working order with proper ventilation. All centers shall install one carbon monoxide detector on each floor of the center that is listed with Underwriters Laboratory (UL) as conforming to UL Standard 2034.
- Documentation of an annual fuel burning appliance inspection was not found on the day of the license visit.
- A UL Standard 2034 carbon monoxide detector was not found to be in use on the day of the license visit.

V. SPECIAL NOTES/RECOMMENDATIONS:

Radon testing is required within one year of commencing operations. Please collaborate with the school, conduct the radon testing and maintain documentation of such with the program's administrative paperwork.

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A full license is issued. Thank you for the visit.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact your DHS Licensing Consultant to discuss the issue. The child care director may also send a response which will be placed in the licensing file.

*Note: If you are a member of the general public, there may be additional information contained in the public file. You may contact the DHS Licensing Consultant to inquire.